

Shepherd Trace News

Community Newsletter

Shepherd Trace Property Owners Association, Inc.

Fall 2012

Board of Directors

Rosalind Haith
President

Karen Willrodt
Vice President
ACC Chairperson

Anna Mary Shelton
Secretary

Roy Jackson
Treasurer

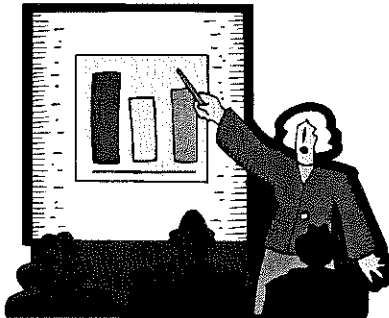
Mary Linden
Director at Large

**Randall
Management
Phone
713-728-1126
Fax
713-728-5015
Office Hours
Monday-Friday
8:30 a.m. – 5:00 p.m.**

**6200 Savoy,
Suite 420
Houston, Texas
77036**

Managers:
Mayra Mora
mmora@randall
management.com
Jane Godwin
jgodwin@randall
management.com

2012 Annual Meeting October 28, 2012



Registration: 4:00 p.m.

Call to Order: 5:00 p.m.

Enclosed with this newsletter is official notice for the 2012 Annual Meeting. The meeting will be held at 12714 Havant Circle. A quorum of 33% is required to hold the meeting. When you arrive at the meeting, the proxy will be returned to you.

If you are in "good standing" and interested in running for the Board or serving on one of the committees, please contact Mayra Mora (mmora@randallmanagement.com or 713-728-1126, ext. 20) and have your name placed on the ballot.

This year the Association will be discussing the accomplishments for 2012 and the goals for 2013. Please mark your calendar & make plans to attend the Shepherd Trace Annual Meeting.

The Annual Meeting is a great time to meet your neighbors and learn about your community!

Join Us for Our Traditional Shepherd Trace Ladies Holiday Tea Sunday, December 8th
*Hosted in the Beautiful Home of Anna Mary Shelton
12716 Widley Circle
from 6-8:30 p.m.*
It's Holiday Season and a great time to get together.
This year's theme is "Home for the Holidays"
It's mandatory that you bring your Holiday Spirit and optional that you bring a dish that reflects one of the Holiday Traditions at Your Home.
We Hope to See You There!

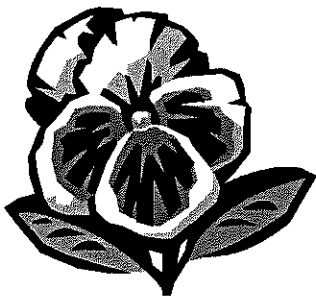
October is Texas Neighborhood Night Out & Crime Awareness Month

During the month of October, we encourage all residents to get out, meet your neighbors, hold a block B-B-Q party or other type of gathering. Getting to know your neighbors can create the opportunity to look out for one another. As a community, it is important to be aware of your surroundings. Exchange contact information such as phone numbers and e-mail addresses for emergency purposes and take this time to make new friends!

**Discovering Ways to Reduce Crime in
Shepherd Trace**

Pansies are a great cool weather flower for the front of your home.

Frost and cold weather will not bother the hearty pansy. Even on the coldest winter night you won't have to even worry about protecting the flowers from the cold.



We need your help to keep the Shepherd Trace Fees as low as possible.

- 1. Pay Your Assessment Fee on or before January 31st of 2011.**
- 2. Report Vandals to the Police and Randall Management.**
- 3. Maintain your home and yard.**

Association Update

2013 Assessment

It is almost time for the 2013 Assessment statement. Your statements will be mailed to you before Thanksgiving. If you do not receive a statement by December 1st call Randall Management or email collections@randallmanagemnt.com. Please allow yourself plenty of time to make this payment and remember that the your assessment is due on January 1st and it is late on January 31st.

The current budget is still very tight and it is important that all of the owners pay on time. If the owners pay on time, the legal costs will be reduced allowing the Association to set aside additional funds in the reserve account for capital repairs.

The Association has a collection policy and Randall Management has been instructed by the Board of Directors to strictly and consistently follow the collection policy. Starting in February there is a \$30 collection fee per month for all unpaid assessment fees. If you need additional time to pay your assessment, please contact Randall Management for a three (3) month payment plan

ACC Committee

Please don't forget to submit your ACC application before making a change to the exterior of your home. The ACC Committee tries to process the applications as quickly as possible. Contact Randall Management for an application or visit our website at www.randallmanagement.com

Please do not copy another paint scheme in the neighborhood without getting ACC Approval. **Not all house colors or structures in Shepherd Trace have been approved and may be in legal action.**

Maintenance



Protect One Of Your Most Valuable Investments By Developing A Consistent Maintenance Schedule.

By doing some simple preventative maintenance, you can extend the life of your home and minimize costly repairs.

Painting - It is important to put a good coat of paint on your home. This means painting every three years on an average depending on the quality of the paint. Painting obviously improves the appearance of our home and protects your wood from the elements reducing rotten wood.

Gutters - Gutters need to be cleaned out on a regular basis. This time of year they fill up with pine needles and leaves. Gutters that fill with water and do not drain properly need to be cleaned. The extra weight will cause the gutter nails to become loose and the gutter will sag or fall from your home. Gutters are important to protect the fascia boards which will rot more rapidly without the protection of gutters.

Landscaping - Trees, shrubs, and seasonal flowers add a great deal to the value of your home and the community. Please remember that over time, trees and shrubs can become overgrown and deter from your home. Please keep your landscaping well trimmed so they enhance your home. There are some very beautiful mature trees along Trace that need to be maintained and lower branches trimmed to avoid contact with taller vehicles as they travel down Trace.



Being A Good Neighbor

Living in a Community Means Being A Courteous Neighbor.

The Best way to improve our community and our Property Values is by working together as a neighborhood.

1. Be a Responsible Pet Owner

Did you know that an average-size dog will deposit 275 pounds of manure every year? It shouldn't be a surprise that your neighbor doesn't want it in his or her yard. Please be considerate and clean up after your pet!

**Please report unleashed dogs to
City of Houston
Animal Control
311**

2. Ask Guests to Park in your drive or in front of your own home.

Holiday time is coming and it is important to ask your guests to avoid parking in front of your neighbors home. In the event that you are having a large family gathering or a party, it is always best to keep your neighbors updated so that they will know the approximate time the event will end.

3. Do not park in the middle of your cul de sac. City parking services are monitoring and ticketing violators.

4. Take advantage of the Back Door Trash Service. Eliminating trash cans from view improves the appearance of the subdivision.

5. Maintaining Your Yards

Deed Violation letters are frustrating, but they do help improve the appearance of the neighborhood. Take pride in your home and properly maintain the home and yard. Due to the high heat and wet weather, there is a lot of high grass in the subdivision that needs to be maintained.

Please remember that an ACC Application is required for sprinkler system installation. Please remove the dead trees and bushes as quickly as possible.

Now that it is cooling off, the landscaping demands are not as great, and if you keep your beds free of weeds in the fall and winter, you will have a head start on spring growth.

The better maintained the yards are in the neighborhood, the higher the property values will be. All residents are encouraged to plant color and Rye grass. Seasonal color is beautiful and gives the community a positive and cheerful appearance. Thank you to all of the owners in Shepherd Trace that maintain their yards and homes.



Maintain Your Trees

Just a Reminder to remove all dead trees as quickly as possible. Dead limbs should be trimmed from trees. Talk to your tree professionals about pruning your trees to allow the wind to pass through the tree instead of blowing the tree over. If you back on to Silverado, please maintain the trees that extend over your back fence.

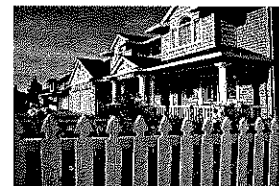
Help Reduce Crime & Keep Our Streets Lights Illuminated!

Report Neighborhood Street Lights—by calling (713) 207-7777 or emailing the work order to www.centerpointenergy.com/outage



Cats are not an exception to the leash laws. Do not let your cats roam the Neighborhood.

Rear Fences on Silverado



If you have a home that has a fence visible from Silverado, please keep your fence maintained. These fences are very visible and reflect on the entire community.

**Shepherd Trace Homeowner Association
2012 Annual Meeting Proxy**

Meeting Information:

Date: Sunday, October 28, 2012

Location: Randall Managements Office

Address: 12714 Havant Circle, Houston, Texas 77077

Time: Registration - 4:00-5:00 p.m.

Official Call to Order – 5:00 p.m.

I (We) _____, being the owner(s) of the property _____ Shepherd Trace Homeowners Association Inc. do hereby authorize and appoint:

_____ (List the name of the person that will represent you at the Annual Meeting. If left blank, I designate the president of the Association, Rosalind Haith; in the event Mrs. Haith is not present, the Vice President, Karen Willrodt will be assigned this proxy) to be my/our proxy to represent me/us on the issues to be discussed at the 2012 Annual Meeting of the Shepherd Trace Homeowners Association, Inc., and to vote on my/our behalf on the issues submitted at the Annual Meeting, which is scheduled for October 28, 2012, pursuant to my/our election below. In the event a quorum shall fail to attend, this proxy shall remain in effect for eleven (11) months or until such time as it shall be revoked by me/us in writing.

Owner Printed Name

Owner Printed Name

Signature of Owner

Signature of Owner

Date

Date

Please check one (1) of the following three (3) options:

- Proxy holder is assigned all voting as he/she determines for the Annual Meeting.
- Proxy is to be counted for quorum purposes only.
- As an Absentee Voter, I cast my vote as follows:

Board Member Position – Three year Term on the Shepherd Trace Board of Directors
(Please select two of the nominees listed below. Use the blank area to write in your candidate

- Karen Willrodt
- Roy Jackson
- _____
- _____